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SECURITY OFFICER, CIA

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Functions and Activities:

The mission of the Security Officer, CIA is the execution of the Agency's security program and the performance of certain special security and inspection functions. This mission is accomplished through the promulgation of Agency policies relating to security and the establishment of procedures for their implementation. The functions are executed through the organizational staff of the Security Officer described hereinafter, which accomplishes the following functions:

Establishes safeguards necessary to prevent penetration of Agency activities by unauthorized individuals; and develops domestic counter-intelligence programs for the Agency by means of continuing reviews, examination, evaluation and appraisal of counter-intelligence information pertaining to CIA activities and personnel.

Obtains and evaluates through investigations and liaison contact pertinent information regarding personnel for employment, assignment or association with the Agency. Approves or disapproves from a security standpoint the employment or utilization of individuals by the Agency.

Determines the effectiveness with which security programs and policies are being accomplished.

Coordinates and engages in policy and program planning of emergency measures.

Prescribes security policies relating to the liaison and contact relations of Agency officials with others; establishes and maintains necessary liaison with officials of other Government agencies on security matters.

Investigates reports of violation or non-compliance with security policies or regulations and recommends or initiates appropriate action as may be required.

Makes inspections, investigations and reports as directed.

Conducts research in security fields.

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Approved For Release 2001/08/08 : CIA-RDP78-04007A000500060010-0

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SECURITY CONTROL STAFF

Functions and Activities:

This Staff is responsible for devising, formulating and supervising security policies, for the protection of classified information and intelligence material in connection with any outside personal activities of CIA employees, (such as publication of writings, delivering speeches, foreign travel and other personal matters in which an element of security might be involved); and with respect to the official contacts of CIA with other Government agencies and foreign governments, as elaborated on below. The Staff promulgates collection and dissemination security policies and renders interpretations, opinions and decisions with respect to these policies. The Staff serves as consultant, from the security standpoint, in coordinating public relations and the release of information concerning Agency activities and functions. In this connection, it implements and carries out in the Agency the various NSC directives relating to security and the protection of intelligence. It maintains liaison with Federal departments and agencies in devising and carrying out security plans for CIA projects in those agencies. The Staff plans and conducts security surveys in other agencies and provides security policies to assure that CIA material is properly protected and that the personnel having access to CIA material meet CIA security requirements in accordance with Section 102 (d) (3) of the National Security Act. This Staff interprets for the Agency the various security policies of other agencies and of foreign governments and renders security decisions on classified material proposed for dissemination to foreign governments. It serves as security consultant to the other offices of CIA in their security plans for interdepartmental exploitation, research, joint efforts and similar activities; and serves on interdepartmental and international committees concerned with security problems.

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**SECURITY CONTROL STAFF**

**Accomplishments:**

Offered security opinions and interpretations as requested, and reviewed and rendered decisions concerning approximately 1000 requests for security clearance for outside personal activities of CIA employees.

Investigated, reviewed and set up approximately 500 continuing contacts with other Agency personnel for CIA representatives.

Represented the DCI by attendance at domestic and international conferences concerned with security matters.

Prepared security policy, furnished guidance or clearance for dissemination of classified material, or reviewed and approved dissemination in accordance with MIG Policy to foreign governments.

Conducted security surveys or assisted in security aspects with the liaison, contact or coordination of CIA with other government agencies and private institutions.

Furnished security advice on security matters to offices, staffs and divisions of CIA and to other government agencies as requested.

Assisted office of JCS in censoring that part of Forrestal diaries dealing with CIA or its personnel.

Conducted surveys including security procedures for telephone operators; information furnished other agencies concerning former CIA employees; and the control of TS microfilm procedure.

**Objectives:**

To resurvey and restudy the amount of CIA classified material in other agencies, with a view toward eliminating that material which is no longer used or to establish such other controls as may be necessary as a result of these studies.

To establish closer relationship with Security Officers of newly established agencies and to develop with them mutually satisfactory security arrangements for CIA material.

To anticipate and develop security policies to govern our relations with foreign governments, particularly in the field of dissemination, and to develop closer liaison with our opposite numbers in [REDACTED]

To continue review of older security practices, policies and other issuances to assure their adequacy and usefulness and to correct them where required.

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To develop an SOP whereby I & S can use experts in other CIA offices for opinions on such technical matters as statistical security, security involved in economic reports, technical scientific reports and others.

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**INSPECTION DIVISION**

**Functions and Activities**

Performs "Inspector General" functions for the Director, conducting inspections, administrative investigations and surveys as required to determine the status of conditions and efficiency of operations of Agency activities, foreign and domestic, and making appropriate reports and recommendations to the Security Officer/CIA and the Director.

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In a liaison capacity, between the Office of Inspection and Security and the Office of Procurement, from the standpoint of security, provides supervision and guidance in connection with the classified procurement program, including the conducting of plant security surveys at the facilities of private contractors as required, and the submission of recommendations based thereon. Maintains master files on contractor security clearances on classified contracts.

Administers and supervises special projects as assigned. Examples:

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**ADMINISTRATIVE STAFF**

**Functions and Activities:**

This Staff provides the administrative support for all of the divisions and operations in Inspection and Security, including its headquarters and field operations. It establishes, develops and maintains internal operating policies and administrative procedures; it is accountable for all property assigned to the field and certain technical equipment assigned to headquarters; prepares reports, studies and budget estimates; and performs all other administrative functions as required by Inspection and Security in its over-all responsibility for the protection of CIA personnel and material, inspections, research, investigations, and other activities as indicated in the functions set forth by the several divisions.

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**SECRET****SECURITY DIVISION****Functions and Activities**

Devises, coordinates, and enforces security policies, procedures, and programs through personnel and physical security to provide for the safeguarding of classified information and intelligence material, sensitive intelligence sources of information, and operational methods. Devises and executes emergency plans and procedures along with maintaining constant vigilance and continuing survey control of such emergency plans and safety devices, practices, and procedures to ensure the protection of classified material and Agency property and personnel. Maintains security liaison with other agencies.

Through the Physical Security Branch this division safeguards all classified information and material in the custody and control of the Agency throughout all of its overt and covert installations and personnel in the United States. In general, this entails the protection of classified information from loss, theft or compromise, either by inadvertence or by deliberate intent; the safeguarding of the installations against penetration by unauthorized persons, fire or natural disaster; and the general protection of the personnel. In discharging this responsibility the Physical Security Branch develops and maintains CIA Security Regulations and trains CIA employees therein. It also furnishes guidance to organizational units in CIA with respect to the implementation and application of these regulations. The branch conducts physical security surveys, maintains security control of visitors, operates an over-all badge identification system and directs the operation of a complete guard organization. It investigates violations of Security Regulations and fixes responsibility. A complete firearms program for Agency personnel, officially requiring the use of firearms, is supervised by this Branch. Study and research in advanced physical security procedures, techniques and developments are a continuing activity.

Through the Personnel Security Branch this division determines the scope of overt and semi-covert personnel security investigations to be made. It appraises and analyzes the reports of these investigations with respect to adequacy of coverage and the pertinency of the information and evidence bearing on the security aspects of each case, and approves for employment or association those applicants, consultants, contractors, informants, and other miscellaneous categories of persons within the overt or semi-covert categories, or recommends their disapproval for security reasons. Operates a system of review and reappraisal of employees, and initiates action for termination of persons constituting security risks. Conducts interviews on security matters, maintains reference files, and controls dissemination of personnel security information to other agencies and agency personnel. Conducts a program of exit briefings for personnel leaving the Agency.

Through the activities of the Interrogation Research Branch, the division conducts interviews by means of general and special interrogation techniques to augment and assist personnel investigations, as well as to assist in resolving other matters of an investigative nature. It maintains constant research and study of interrogation techniques used throughout the world for possible application in the CIA security program.

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SECURITY DIVISION

Accomplishments:

The activities of the Physical Security Branch include the continuing conduct of security educational programs among groups and individual members of CIA; performance of security investigations, surveillances, and surveys; and the organizing and developing of security programs for large-scale covert projects; discussions with the Security Officers and operating personnel of the Agency to resolve security problems of a wide variety requiring individual treatment; research in the fields of electronics, safekeeping containers and locks of various types, alarm systems, incinerators, mechanical document shredding machines, etc., and studies for the purpose of improving the Agency's security methods and procedures.

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The contents of 12 periodicals were examined on a continuing bases for such material as should be placed in the reference files of the Personnel Security Branch, for assistance in the performance of its over-all operations. In addition, 81 special reports of other agencies were examined for that purpose. Approximately 2864 summaries of information contained in the reference files of the Branch were prepared so as to afford complete information for each security file in involved.

An undetermined number of files were reviewed in connection with each of the applicant cases handled. Another undetermined number of files were reviewed in connection with the cases handled for the Contact Division, Office of Operations. Certain other accomplishments included AEC "Q" clearances, inquiries from other agencies concerning security histories of former employees and summarization of investigative information available in our files for submission to other agencies upon request.

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Objectives:

(See chart 2 w/51)

The objectives of this Division are to continue to assume the same security responsibilities and attain comparable accomplishments during the ensuing fiscal year through continued rigid physical protection standards and through continued personnel processing responsibilities.

The activities of Physical Security functions of the Division will be increased to provide for re-indoctrination of incumbent employees and re-surveys of existing field installations.

The appraisal functions of the Division will increase approximately 30% on individual personnel security investigative cases as a result of the anticipated increase in investigative coverage. The volume of work in each functional category will depend largely upon the size of the Agency, amount of security activity necessary in connection with the Agency's recruitment program, and the number of special operational projects which will require security action. It should be noted that requests now on hand for services of the Interrogation Research Branch indicate a continuing extensive increase in volume of this activity.

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SPECIAL SECURITY DIVISION

Functions and Activities:

This Division is the covert operational arm of I & S and as such is responsible for the investigation of all applicants for open, semi-covert and covert assignments and for the evaluation of the evidence obtained through investigations of covert applicants to determine their suitability for employment or association with the Agency. It furnishes support to CIA operational activities by completing various requirements requested by CIA Operational Offices. These services are performed by its investigative and evaluation facilities, involving headquarters and field offices and by private organizations and individuals under contractual relations. These services provide information, material and miscellaneous services, including surveillances, physical security surveys, procurement of "safe" areas for covert interviews and training, procurement of highly sensitive materials,

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This Division, through its training and Support Staff, provides a continuing program of training in covert investigative techniques as well as guidance in the various covert problems of representation, space, equipment and records.

This Division through its Operations Staff analyzes and assigns for investigation all cases received from the Office of the Director of Personnel through the Security Division, I & S, as well as all cases received from Operational Offices of CIA. It also directs, in its assignment of cases to the field, the scope of and the "cover" requirements of the investigation. Continual control and follow-up of investigation progress is maintained by this Staff. Upon completion of personnel investigations the reports of covert cases are appraised and evaluated and a determination made of the suitability of applicants for employment from a security viewpoint. Reports of investigation of persons to be associated with but not considered employees of CIA on operational projects, are appraised and evaluated and the results of such reviews are furnished the Operational Office concerned. The open and semi-covert investigations are supervised on an individual and over-all basis to insure completeness and full coverage of the subject.

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which are staffed with investigators to carry out its assignments. A Special Agent in Charge in each office supervises within his area the investigations and the other activities in support of operational requirements as directed by Operations Staff or the Division Chief. A substantive report of each personnel investigation is completed in the field and submitted to Division Headquarters.

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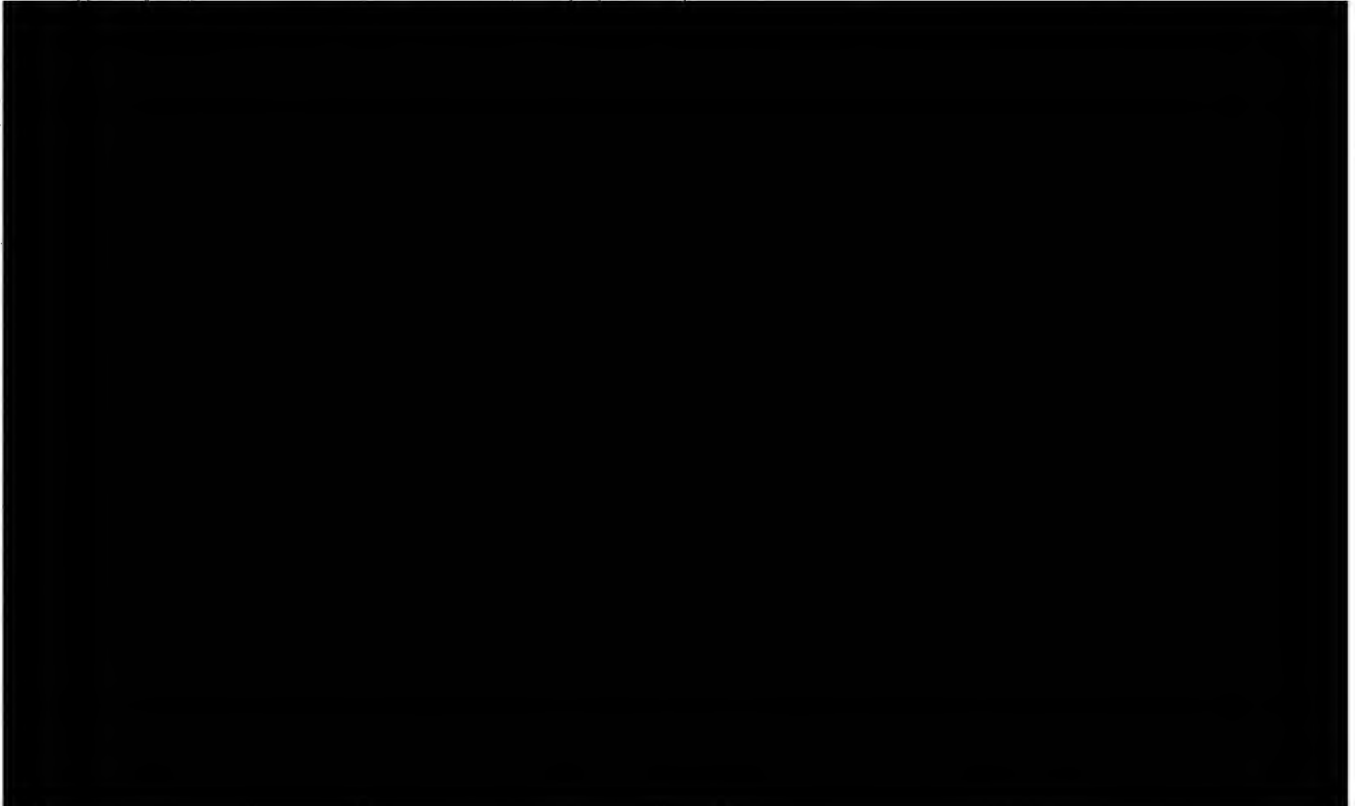
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SPECIAL SECURITY DIVISION

Accomplishments:



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Objectives:

During the next fiscal year it is planned to fill the T/O of [REDACTED] in the field.

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In accordance with past experience it is estimated that 5 or 6 complete investigations can be accomplished per agent per month. This strength, therefore, provides for completing approximately 1000 cases per month. Any additional demand is and must be covered by curtailed investigations, the utilization of contractual services of organizations and individuals, or both.

It is planned to establish two or more additional field offices; place additional resident agents in strategic locations; and continue as needed the contractual services of organizations and individuals.

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